



Legislation Text

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File #: 23-1701, Version: 1

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**STRATEGIC PRIORITY:** Government Performance & Financial Management  
**AGENDA DATE:** June 28, 2023  
**COUNCIL DISTRICT(S):** 2  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Jack Ireland

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**SUBJECT**

Authorize a five-year service price agreement for airport financial and management consulting services for the Department of Aviation - Unison Consulting, Inc., only proposer - Estimated amount of \$363,724 - Financing: Aviation Fund (subject to annual appropriations)

**BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for airport financial and related management consulting services for the Department of Aviation. The recommended vendor will conduct a comprehensive review of all current contractual agreements at Dallas Love Field, Dallas Executive Airport, and the Dallas Heliport, including concessions, long-term leases, and month-to-month leases. To ensure the annual rates and charges are competitive, the vendor will conduct a survey of comparable airports and benchmarking to include airports that serve the same customers, or which are similar operationally. Additionally, the vendor will review reserve funding policies/strategies at other airports and coordinate efforts with the Federal Aviation Administration grant and Passenger Facility Charge application process.

A four-member committee from the following departments reviewed and evaluated the qualifications:

- Budget and Management Services (1)
- City Controller's Office (1)
- Department of Aviation (1)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services evaluated cost and local preference, if applicable.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30 points
- Experience and qualifications 25 points
- Approach 20 points
- Technical competence 20 points
- Local Preference 5 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The calculated living wage during the solicitation process of this contract is \$17.82; the selected vendor meets this requirement.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On February 26, 2020, City Council authorized a three-year service price agreement for airport financial and management consulting services for Department of Aviation by Resolution No. 20-0358.

**FISCAL INFORMATION**

Fund	FY 2023	FY 2024	Future Years
Aviation Fund	\$50,000	\$100,000	\$213,724

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$363,724.00	Other Services	N/A
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
N/A	N/A	N/A
<ul style="list-style-type: none"> <li>• This item is Other Services which does not have an availability and disparity participation goal.</li> <li>• Unison Consulting, Inc. - Non-local; Workforce - 0.00% Local</li> </ul>		

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"><li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li><li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li><li>• Always involves a team evaluation</li><li>• Allows for negotiation on contract terms, including price</li></ul>
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The Office of Procurement Services received the following proposal from solicitation number BIZ23-00021198. We opened it on February 10, 2023. We recommend the City Council award this service price agreement to the only proposer.

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
Unison Consulting, Inc.	6713 Shinnecock Hills Drive McKinney, TX 75070	92.67

Note: The Office of Procurement Services conducted a only proposer review and found no exceptions.

**OWNER**

**Unison Consulting, Inc.**

Yovette L. Drake, President